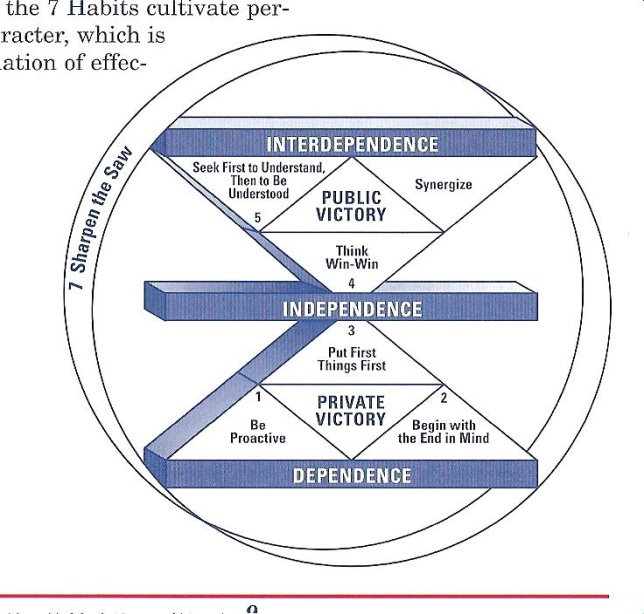
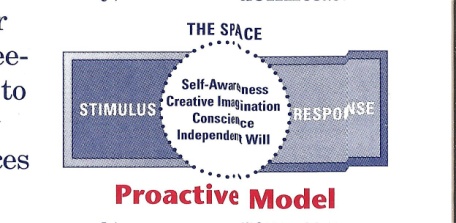
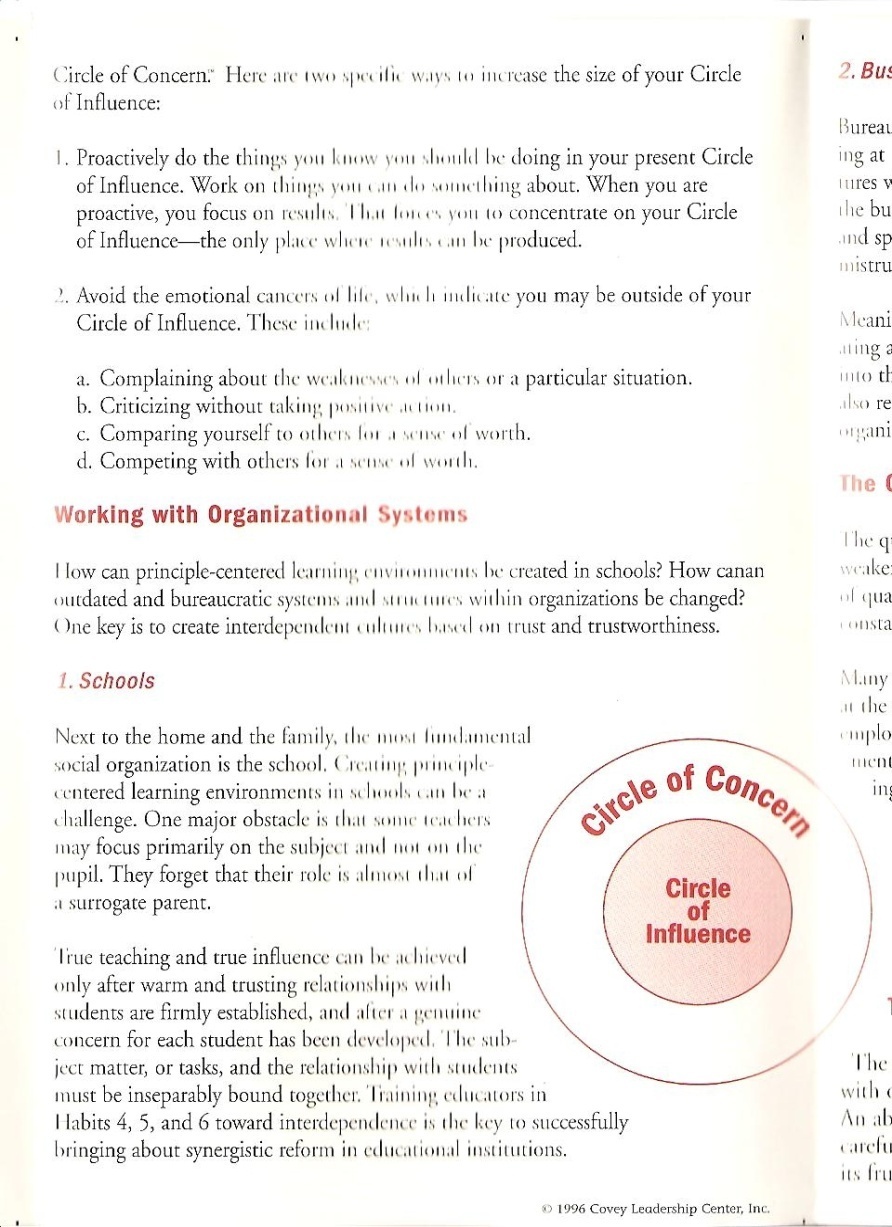
**FRANKLIN COVEY**

**Habit 1**: Be Proactive; Principles of Personal Vision; “I am the Programmer.”

Proactive people take responsibility for their own lives. They determine the agendas they will follow and choose their responses to what happens around them.

 Work within my *circle of influence* (rather than *circle of concern*). Keep all the promises I make (including to myself). Monitor the difference it makes in my performance.

* The Social Mirror
* Stimulus=> Response (between these, use human endowments)

**Habit 2**: Begin with the End in Mind; Principles of Personal Leadership; “Write the Program.”

These people use personal vision, correct principles, and their deep sense of personal meaning to accomplish tasks in a positive and effective way.

Governing principles answer…

* What do I really want?
* Describe my ideal self.
* How do I want to act, think, feel?
* Use the Why drill to get to the bottom.

My principles/values include:

|  |  |  |  |
| --- | --- | --- | --- |
| Balance | Communication | Confidence | **Creativity** |
| Dependability | **Education** | Empathy | Fairness |
| **Family** | Focus | **Fun** | **Generosity** |
| Goals | Growth | Honesty | Honor |
| Humor | **Independence** | **Inner Harmony** | Integrity |
| Logic | Problem-solving | Self-discipline | **Self-respect** |
| Self-worth | **Sense of accomplishment** | Sense of achievement | **Wisdom** |

In considering my mission, I…

* Identify past successes
* Identify core values
* Identify contributions (how could I contribute best to each of my role stakeholders?)
* Identify goals

My mission is to

explore and experience

opportunities of

discovery, growth and development

to enhance the lives of myself and others.

In other words…

Climb the mountain!

If I am principle-centered, I have *security, guidance, wisdom* and *power*. Alternate centers include:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self | Spouse | Family | Friend | Enemy |
| Work | Money | Possession | Pleasure | Church |

Security:

I think, feel and act with principles at my center. (correct and unchanging) principles help me understand my own development, endowing me with the confidence to learn more, thereby increasing my knowledge and understanding. "--p.124 - 7 Habits

Guidance:

"I am guided by a compass which enables me to see where I want to go and how I will get there."

"I use accurate data which makes my decisions both implementable and meaningful."

"I stand apart from life's situations, emotions and circumstances, and look at the balanced whole.

My decisions and actions reflect both short- and long-term considerations and implementations."

"In every situation, I consciously, proactively determine the best alternative, basing decisions on conscience educated by principles."

Wisdom:

"I view the world through a fundamental paradigm for effective, provident living."

"I see the world in terms of what I can do for the world and its people."

"I interpret all of life's experiences in terms of opportunities for learning and contribution."

Power:

"I become a self-aware, knowledgeable, proactive individual, largely unrestricted by the attitudes, behaviors, or actions of others." "My decisions and actions are not driven by my current financial or circumstantial limitations. I experience and interdependent freedom."

"We must not cease from exploration. And the end of all our exploring will be to arrive where we began and to know the place for the first time." - T.S. Elliot

Use *visualization*, then *affirmation*.

Visualization prepares me to live my own script (not the scripts of others). Visualizers (Peak performers) see it; feel it; experience it before they do it. All things are created twice; leadership, then management.

Affirmation ingredients are shown in this example:

“It is deeply satisfying (emotional) that I (personal) respond (present-tense) with wisdom, love, firmness, and self-control (positive) when my children misbehave.”

The Reality Model: Meaning-live, love/respect, important, variety

1. Describe behavior
2. What basic need does it seem to be trying to meet?
3. What belief have I “written on the window?
4. What are the probable results of the behavior?
5. Are the results meeting my needs over time?

**Habit 3**: Put First Things First; Principles of Personal Management; “Write the Program.”

Power of independent will

Self Management is…

* Principle-centered
* Conscience directed
* Defines my unique mission including values and long term goals
* Helps me balance my life by identifying roles
* Gives greater context through weekly organizing

Stewardship delegation

* Desired results
* Guidelines
* Resources
* Accountability
* Consequences

Application suggestions: p. 144, 179ff

Roles:

**Self (Sharpen the Saw)**

(physically, emotionally, intellectually, socially)

(sunscreen, follow-through, celebrate victories & achievements)

Artist: I nurture my drive to create (i.e. music, writing, art, technology)

1. I explore new places.
2. I take on new challenges.
3. I will be renewed by my own personal victories and triumphs.
4. I will keep commitments to myself and others.
5. I will say thanks to LIFE in some way, everyday.
6. I will remember that to truly live, I must climb the mountain today, for tomorrow may be too late. I know that my mountain may seem no more than a hill to others and I will accept that.

**Cheryl**: My husband is my soul mate. He loves me. He supports, empowers, guides, encourages, trusts and adores me. He is kind, dependable, empowering, creative, generous, loving, enjoyable, and valuable. He doesn’t take me for granted. He enhances by life by being a good man.

**Children**: My dad/Eric is my hero. He strives to be the best for *me*. He listens, teaches and loves me. He behaves like he wants my future husband to behave. He remembers that we are individuals with our own needs and their our own direction.

**Dog owner**: I nurtures the health and happiness of our dogs.

**Relative/Friend**: I will act in a manner that brings out the best in me and those important to me - especially when it might be most justifiable to act otherwise.

**Coworker**: Eric/Mr. B is a great teacher. He empowers his students and others as well. He is professional, innovative, helpful, and creative.

**Community**: Eric Bentley cares about his community by giving time, energy and resources. He is a role model, hero, problem solver, educator and event developer. He empowers and is generous. He maintains a safe and happy home.



Act

Plan

Discover

* Short Range Goals
* Plan by the week / Weekly Compass / Big rocks, little rocks
* The Time Matrix: Quadrant II Management

**My professional mission is to** provide opportunities of discovery, growth and development in an innovative, technology-based learning environment where students create projects and products for the benefit of themselves and their community.

**Professional Roles:** Teacher, Employee, Community Member

**Teacher**: I engage students at their academic and emotional level with problem-based challenges and empower them with the knowledge and skills necessary to achieve success.

**Employee**: I work interdependently with administrators, fellow teachers and support staff alike, knowing that when I support them, I support our shared goal, "To Improve Student Achievement."

**Community Member**: I collaborate with members of my community to maximize the effectiveness of my curriculum and to publicize the achievements of my students.

**Long Term Goals:**

1. I will have unit plans completed for every grade level by 9/14
2. I will have a syllabus completed for every grade level by 9/14
3. I will have lesson plans for the first few weeks completed by 9/8
4. My classrooms will be ready for students by 9/8

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**Goals (Employee)**

Resolve classroom issue with Judd, Beck and Cole2

Get class schedule and job responsibilities

Get character ed curriculum.

**Goals (Teacher)**

Learn student names, take photos, seat assignments

Beginning of class procedure - sit, log in, adjust chair, turn off monitor, wait patiently for instruction.

Make a scope and sequence for each gr level

Make PBL unit plans for each gr level

Analyze tech standards and make a list of outcomes, skills, knowledge that needs to be achieved.

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**Mission => Roles => Long-term Goals => Short-term Goals => Daily Tasks**